



Local Emergency Planning Committee  
For New Castle County  
P.O. Box 2998  
Wilmington, DE 19805-0998  
Phone (302) 395-3633  
Fax (302) 323-4573  
David Irwin, Chairman  
Tom Kovach, Vice Chairman  
Jacob Morente, Vice Chairman

## LEPC for NCC – November Meeting

### Meeting Minutes

**January 22, 2018** (*Rescheduled from January 8<sup>th</sup>, 2018 due to weather*)

- 1. Call to Order** Chairman Irwin called to order the January 22, 2018 meeting of the Local Emergency Planning Committee of New Castle County at 2:33 pm. A quorum was present.
- 2. Introductions** Everyone went around the room introducing themselves and the company, community, citizen or agency they represented. The following persons were present. (*Sign In Roster Attached*)

#### Voting Members: (25)

Dave Anderson – Aetna HH&L Co/Community  
Jeff Backus – FMC Stine Research Center  
Bob Barrish – Citizen  
Kim Bennett – Formosa Plastics  
Joe Cochran – NCC OEM  
Avery Dalton – DEMA / SERC Executive Director  
Ron Detrick – PBF, Delaware City Refining  
Mark Dolan – DNREC ARP / NCCIHMR Training  
Bob Fox – Del State Fire Marshal's Office  
Babak Golgolab – Claymont Comm. Coalition/DRBA  
Mark Hansen – DuPont Experimental Station  
Wayne Hopkins – DuPont Chestnut Run Plaza  
David Irwin – Chairman LEPC NCC / SERC  
Sharon Jefferson-Hawkins – American Red Cross  
Bill Kelly – Sunoco Logistics  
Lynn Krueger – Duffield Associates  
Joe Leonetti – Decon Team Comm / St Francis Hospital

Mark Logemann – NCC EMS  
Bill McCracken – Citizen / IT Committee  
Jacob Morente – LEPC NCC  
Beth Neumane – Rogers Corp.  
Rick Perkins – State Official, DHSS Public Health  
Mike Phillips – WDEL/WSTW  
Joe Rubin – WSFS  
Chip Stevenson – Sussex Co. LEPC

#### Non-Voting Members: (5)

Ken Cenci – DNREC ARP  
Jeffery Hoffman – Delaware River & Bay Authority  
Heather Hudson – DHSS Public Health  
Jennie Romano – Lewis Environmental  
Margie Williams – Wilmington LEPC

- 3. Welcome** The Chairman introduced the meeting host, Ms. Beth Neumane from Rogers, Corporation in Bear. Ms. Neumane welcomed everyone and offered refreshments and snacks in the back of the room.
- 4. Agenda Approval** Chairman Irwin asked for approval of the agenda. *Motion to accept by Beth Neumane, Seconded by Bob Barrish. Vote: All in Favor. Motion passed.*
- 5. Approval of Minutes from last meeting** – November 11<sup>th</sup>, 2017 Meeting minutes with sign-in roster, committee and staff reports were sent electronically to members. The Chairman asked for any corrections; none offered. *Motion to accept by Kim Bennett, Seconded by Joe Leonetti. Vote: All in Favor. Motion passed.*
- 6. Committee Reports**

- a) Finance:** Chairman Irwin reported on finances since the November 11<sup>th</sup>, 2017 LEPC meeting.

Budget balance as of November 1, 2017	\$59,833.64
Expenses:	
Post Office Box	\$ 134.00
NCCIHMR - Training Support	\$ 120.00
<u>LEPC Staff Fees (November &amp; December)</u>	<u>\$13,333.34</u>

Total Expenses	\$13,587.34
----------------	-------------

Balance as of January 1st, 2018	\$46,246.27
---------------------------------	-------------

- b) **IT:** Bill McCracken read Information Technology Committee report. (*attached*)
- c) **DECON:** Joe Leonetti read Decon Team report. (*no incidents to report*)
- d) **Training:** Mark Dolan read Training Committee report. (*attached*)
- e) **Transportation:** *No report.* Chairman Irwin reported Al Stein resigned due to health concerns. The LEPC is looking for someone to take over the Transportation Committee.

## 7. Tier II EPCRA Report

Jake Morente read the DNREC EPCRA report from Bill Davis:

### EPCRA Reporting Program LEPC Report – January 2018

In December, *TierIIManger*<sup>TM</sup> software update #72 was put online to address the fee increase, GIS-related changes, and other issues that were identified in the planning module.

- Annual Hazardous Chemical Inventory ("Tier II") reports for 2017 (due with fees by March 1st) have begun to be submitted.
- Multiple emails have been sent to facility *regulatory point of contacts* advertising the workshops and highlighting the major changes for this year:

### THREE IMPORTANT CHANGES FOR THIS YEAR'S REPORT

(1) Our office mailing address has changed. All correspondence, including fee payment checks, should be addressed to:

**EPCRA Reporting Program, DNREC  
155 Commerce Way, Suite B  
Dover, DE 19904**

(2) The EPA has adopted hazard classes based upon OSHA's *Globally Harmonized System of Classification and Labeling of Chemicals* (GHS). Where previously you have selected from 5 hazard classes, there will now be **24**. This will require a review of the hazards as described in the Safety Data Sheet (SDS, or previously called "MSDS"), and the hazard class information to be re-entered for the 2017 reporting year.

Note, that if you are a frequent user of *TIER II MANAGER*<sup>TM</sup>, your web browser *might* retain previous webpage formatting codes, and the new 24 hazard classes will appear as a continuous horizontal line in the report (which is undesirable). To view the hazard classes in clean columns (as intended), a "*forced refresh*" will be needed; hit "Control F5" for Microsoft computers or "Command R" for Macs.

(3) Fees for reporting year 2017 have been increased \$20 per chemical for both *extremely hazardous substances* (\$100) and *hazardous chemicals* (\$60).

- **January Workshops** - The 3-hour workshops will demonstrate the online system and review the chemical inventory reporting requirements in general. Of special interest, 3 workshops will have a bonus presentation by OSHA regarding Safety Data Sheets and the hazard classes. Registration is required and sessions will begin at 9:00 am (registration 8:45). Class size is limited, so early registration is encouraged. Workshop dates/locations are as follows:

Date	Day	Location
1/9	Tuesday	Dover Fire School <b>Joint session with Kent LEPC meeting</b>
1/11	Thursday	Georgetown Fire School <b>Joint session with Sussex LEPC meeting</b>
1/16	Tuesday	New Castle Fire School
1/18	Thursday	Dover Fire School <b>Bonus OSHA Presentation</b>
1/23	Tuesday	Georgetown Fire School <b>Bonus OSHA Presentation</b>
1/25	Thursday	New Castle DNREC Lukens Drive <b>Bonus OSHA Presentation</b>

The presentations have been posted on the SERC

webpage: <http://www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx>

- **Reporting Status: Reporting Year 2016 EPCRA 312 (Tier II) Reports**

(LEPC designations as reported by the Facility)

<b>1/5/18</b>	
<b>2184</b>	<b>State Total</b>
<b>754</b>	<b>Sussex</b>
<b>472</b>	<b>Kent</b>
<b>823</b>	<b>New Castle</b>
<b>135</b>	<b>Wilmington</b>

72 more reports have been submitted for RY2016 versus RY2015 by this time last year.

## 8.SERC Report Avery Dalton, SERC Executive Director reported.

- **Recent Meetings for the SERC**

- SERC Quarterly meeting was held on December 13, 2017. Stan Carpenter and Steve Barnes briefed the SERC on The Colonial Pipeline Company's, emergency plans and operational procedures.
- SERC Planning & Training Committee meeting was held on November 16, 2017.

- **Upcoming Meetings for the SERC**

- SERC Quarterly meeting will be held on March 7, 2018. The budget is scheduled to be discussed and approved. Chesapeake is scheduled to demonstrate their training trailer.

- **HMEP Grant**

- FY17 grant closed for this fiscal year on September 30<sup>th</sup>. Approximately \$16,000.00 dollars was carried over to this year for a Hazmat tabletop exercise in September. A tabletop exercise is planned for September of 2018 and a functional exercise is planned for 2019.
- 2017-2018 - current balance for FY18 grant starting on October 1<sup>st</sup>, is \$106,804.00. No invoices have been submitted to date.

- **PHMSA – HMEP Approved Conferences**

Chairman Irwin asked Avery Dalton to explain what conferences are eligible and who can apply to attend. Mr. Dalton reported several criteria will be used such as first responder, LEPC membership, relevance and while funds last.

## 9. Staff Reports

- Jake Morente – read accomplishments since last meeting (*report attached*)
- Chairman Irwin – read accomplishments since last meeting (*report attached*)

## 10. Old Business

- 11<sup>th</sup> Annual Hazmat Training Workshop update by Dave Irwin. Workshop dates are Friday and Saturday, May 11<sup>th</sup> & 12<sup>th</sup>, 2018 at the Delaware State Fire School in Dover, DE.
  - 8 CEU's will be awarded for Hazmat Technicians and EMS attendees.
  - Both days a continental breakfast and lunch will be served.
  - After lunch on Friday will be the sponsorship presentation.
  - Mill Creek Fire Company is administering sponsorship requests and will be happy to send letters to our partners in Delaware and the local region.
  - Registration notices will be sent out when the final program is completed near the end of January

## 11. New Business

- a) Renewal of LEPC Staff Service Agreements – Babak Golgolab reported. Chairman Irwin and Jake Morente left the room.
- b) FY 2018 Budget Approval – presented on the overhead screen by Dave Irwin. Discussed. *Motion to accept pending SERC approval by Mark Hansen, seconded by Joe Rubin. Vote: All in favor. Motion passed.*
- c) FY 2018 Work Plan Approval – presented on the overhead screen by Dave Irwin. Discussed. *Motion to accept by Beth Neumane, seconded by Lynn Krueger. Vote: All in favor. Motion passed.*
- d) FY 2018/2019 Membership Approval – presented on the overhead screen by Dave Irwin. Discussed membership statute requirements and minimum meeting attendance. *Motion to accept by Beth Neumane, seconded by Mark Hansen. Vote: All in favor. Motion passed.*
- e) LEPC Reports
  - Wilmington LEPC – Margie Williams reported no meeting held in January (no quorum).
  - Sussex County – Chip Stevenson reported the last Sussex County LEPC meeting was held on January 11<sup>th</sup> at the DSFS, Sussex Campus that included a joint presentation with Bill Davis of the DNREC

EPCRA branch. The next Sussex County LEPC meeting will be held on Thursday, March 8<sup>th</sup> at 10:AM at the Sussex County EOC.

**12. Any other Business** - *none offered.*

***Next Meeting – Monday, March 12th, 2018 2:30 pm – Delaware State Fire School – New Castle Division,  
2311 MacArthur Drive New Castle, DE 19720***

Host: DuPont – Chestnut Run

**13. Adjournment** – *Motion to adjourn by Sharon Jefferson-Hawkins, Seconded by Wayne Hopkins. Vote: All in Favor.  
Motion passed. Chairman Irwin adjourned meeting at 3:35 pm*

**Recorded and submitted, J. Morente**



**LOCAL EMERGENCY PLANNING COMMITTEE**  
**For NEW CASTLE COUNTY**  
**SIGN IN SHEET**


**HOST: Rogers Corporation**

**LOCATION: Delaware State Fire School - New Castle Branch**

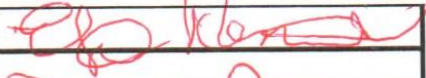
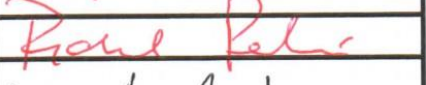
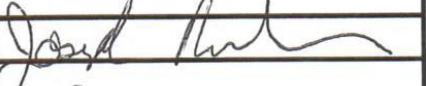

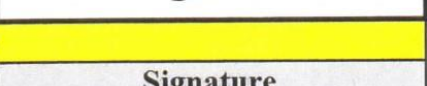
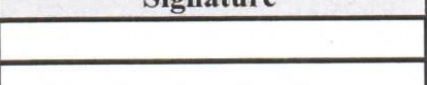

**DATE: January <sup>22</sup> 8, 2018**

**2018/2019 SERC Approved VOTING MEMBERS: 37**



Name	Representation	Signature
Anderson, David	Community At-Large	
Armstrong, Rob	Miller Environmental Group	David C. Anderson
Backus, Jeff	FMC Stine Research Center	JEFF BACKUS
Barrish, Bob	Community At-Large	Bob Barrish
Bennett, Kim	Formosa	Kim Bennett
Cartier, John Councilman	NCC Council, District 8	
Cochran, Joseph	NCC Emergency Management	Joseph Cochran
Dalton, Avery	DEMA	Avery Dalton
Davis, Bill	DNREC - EPCRA	
Davis, Russ	Honeywell	
Dietrick, Ron	Delaware City Refining	Ron Dietrick
Dolan, Mark	DNREC -ARP	Mark Dolan
Ennis, David H.	LEPC	
Fox, Robert	State Fire Marshall	
Gladle, Mike	University of Delaware	
Golgolab, Babak	Claymont Community Coalition	Babak Golgolab
Hanson, Mark	DuPont Experimental Station	Mark Hanson
Hopkins, Wayne	DuPont Chestnut Run	Wayne Hopkins
Irwin Jr., David	NCC LEPC	David Irwin
Jefferson-Hawkins, Sharon	American Red Cross	Sharon Jefferson-Hawkins
Kelly, William	Sunoco Logistics	William Kelly
Kovach, Tom	NCC LEPC	
Krueger, Lynn	Duffield Associates	Lynn Krueger
Leonetti Sr., Joseph	Saint Francis Healthcare	Joseph Leonetti
Logemann, Mark Asst. Chief	NCC EMS	Mark Logemann
Lopresti, Steven	Lewis Environmental	
McCracken, Bill	Public Member	Bill McCracken
McDowell III, Harris, Senator	Senator, 1 <sup>st</sup> District	
Morente, Jacob	NCC LEPC	Jacob Morente

(Did not sign)  


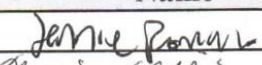
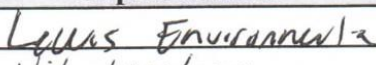

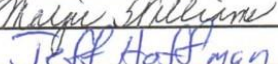
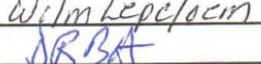
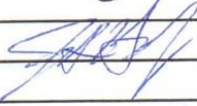
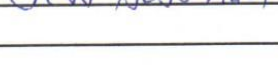
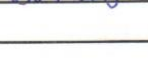


Neumann, Beth	Rogers Corporation	
Nichols, Mike	Chesapeake Utility	
Perkins, Rick	Public Health	
Philips, Mike	WDEL	
Rubin, Joseph	WSFS Bank	
Stein, Al	EMRES Ltd.	
Stevenson, Charles	Sussex County LEPC	
Verdi, John	BASF	

#### NON-VOTING MEMBERS: 23

Name	Representation	Signature
Chambers, Tara	DNREC	
Brennan, Jerry	DSFS	
Bridinger, Dave	Chesapeake Utility	
Crowe, Ira, Colonial	31 <sup>st</sup> CST	
Dave Carpenter, Jr.	NCC Emergency Management	
Dodge, Tim	GE Aviation	
Doss, Michael	Print Pack	
Erich Schuller	DNREC	
Farkas, Steve	Chesapeake Utility	
Golner, Erin	Addiction Non-profit	
Heather Hudson	Public Health	
Ingram, Chad	DSFS	
Keating, Kevin	DuPont ESL	
Ken Cenci	DNREC - ARP	
Pierce, Terry	American Red Cross	
Reneberg, Jon	Aero Tech	
Reyburn, Don	Lewis Environmental	
Reynolds, Philip	Miller Environmental Group	
Schuller, Eric	DNREC	
Todd Bretz	Delaware City Refining	
Wardwell, Todd	USCG	
Woods, Tim	Solenis	
Zuale, Dave	Hologic	

#### OTHER ATTENDEES

Name	Representation	Signature
		
		
		

- IDSI has completed the #72 update to Tier 11 Manager.
- Facilities reporting has started and is going well.



Monday, January 22nd, 2018

## **NCC INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE**

### **NCCIHMRA TRAINING COMMITTEE REPORT TO LEPC FOR NCC**

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training sessions between the November 13th, 2017 and the January 22nd, 2018 LEPC for NCC meetings.

The NCCIHMRA Training Committee has the following training sessions planned for the CY2018 NCCIHMRA Training Schedule:

- “Decon 101 Evolutions” with the New Castle County Special Operations Hazardous Materials Decontamination Team, Belvedere Hazmat 30 and DNREC Emergency Response Team plus Delaware State Fire School administered Draeger SCBA Respirator Fit Testing held at the Mill Creek Fire Company’s Old Fire Station 21 (3900 Kirkwood Highway) on Tuesday evening, February 20th, from 5:30 pm to 9:00 pm (3.5 hrs);
- Safe Transportation Training Specialists (STTS Instructors Dave Wolfe and Michael Moore) “High Pressure Tank Trailers” emergency response workshop with training prop replicas conducted at the Elsmere Fire Station 16 on Friday, April 13th & repeated on Saturday, April 14th, from 8:00 am to 4:30 pm (8 hrs);
- Eleventh Annual Delaware Hazardous Materials Training Workshop hosted by the Delaware State Fire School’s Dover Center on Friday, May 11th & Saturday, May 12<sup>th</sup>, from 8:00 am to 5:00 pm (8 hrs);
- Chemically Speaking Instructor Eugene Ngai’s “Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials” course with field demonstrations conducted at the Delaware State Fire School’s New Castle Center on Wednesday evening, June 6th from 5:30 pm to 9:30 (4 hrs);
- NCCIHMRA Instructor Darryl Meade’s “Scintillating Screw-Louie Hazmat Field Drill” on Wednesday evening, September 5th held at the Delaware State Fire School’s New Castle Center from 5:30 pm to 9:00 pm (3.5 hrs);
- Seventeenth Annual Planning & Training Meeting hosted by the Elsmere Fire Company at Fire Station 16 on Wednesday evening, November 7th.

Submitted by:  
Mark Dolan  
NCCIHMRA Training Committee



**Local Emergency Planning Committee for New Castle County**  
**Vice-Chairman Activity Report – Jacob Morente**

January 22<sup>nd</sup>, 2018 (*rescheduled from 1/8/18*)

**SERC & Tier II:**

11/13/2017	Record minutes at the LEPC for NCC's September meeting at the Delaware State Fire School, New Castle division. Prepared minutes and distributed to email list.
11/20/2017	Follow up emails to remaining NCC Fire Chief and their designee asking to meet to conduct Tier II Manager Orientation & Access Training
12/3/2017	Follow up emails to remaining NCC Fire Chief and their designee asking to meet to conduct Tier II Manager Orientation & Access Training
12/13/2017	Attended quarterly SERC Meeting, D.S.F.S. Dover, DE

**Site Assessments & Plan Reviews:** (2 facility visit conducted this period)

12/12/2017	BASF (Newport)	3 suggestions/recommendations
12/19/2017	Middletown Water Treatment (Middletown)	

**Outreach:**

1/4/2018	Provided contacts and introductions between Talleyville Fire Co and Advanced Materials Technology of north Wilmington
----------	---

**Fire Service Liaison:**

11/29/2017	Provided Tier II Manager orientation and access training to Brandywine Hundred Fire Company (11) Chief and Deputy Chief
12/12/2017	Provided Tier II Manager orientation and access training to Belvedere Fire Company (30) Chief and Deputy Chief
12/14/2017	Attended NCC Fire Firefighter's Association meeting at Minquadale Fire Co
12/18/2017	Provided Tier II Manager orientation and access training to Elsmere Fire Company (16) Chief
12/30/2017	Provided Tier II Manager orientation and access training to Talleyville Fire Company (25) Assistant Chief
1/11/2018	Attended NCC Fire Chief's & Firefighter's Assoc. meeting at Claymont Fire Co
1/19/2018	Provided Tier II Manager orientation and access training to Volunteer Hose of Middletown (Fire Co - 27) Assistant Chief
1/19/2018	Provided Tier II Manager orientation and access training to Delaware City Fire Company (15) Chief and Assistant Chief

Completed Tier II Manager orientation and access training to 16 of 21 NCC Fire Companies

**NCCIHMRA & Training:**

11/28/2017	Participated, recorded and distributed minutes for the 11 <sup>th</sup> Annual Hazardous Materials Training Workshop planning meeting #4, Delaware State Fire School, New Castle
1/3/2018	Participated, recorded and distributed minutes for the 11 <sup>th</sup> Annual Hazardous Materials Training Workshop planning meeting #5, Delaware State Fire School, New Castle

David Irwin  
Activity Report – Items Accomplished  
November 13, 2017 – January 8, 2018

**SERC Activities:**

- Represented the LEPC at the December 13<sup>th</sup> SERC meeting
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Prepared and submitted in a timely manner the SERC Information & Technology Performance Report
- Developed FY 2019 LEPC budget
- Developed FY 2019 LEPC Work Plan
- Facilitated two 11<sup>th</sup> Annual HazMat Training Workshop Planning Committee meetings (11/28, 1/3)
- Represented the LEPC at the SERC Planning & Training Committee Meeting (11/16)

**Emergency Response Plan Reviews and Facility Visits:**

- No Activity this period

**Exercise Status:**

- Participated as an evaluator for the DuPont Chestnut Run Plaza Full Scale Emergency Response exercise (11/15)

**NCCIHMR:**

- No Activity this period

**Outreach Initiatives:**

- Represented the LEPC for NCC at the Kent County (11/14) LEPC meetings.
- Represented LEPC at five (5) CAP meetings, Croda ((12/6), Delaware City Refining (11/14, 12/12), Dupont/FMC (11/29) and Solvay Newark (11/15)
- Invited to participate as a member of the Solvay Newark CAP

**Additional Activities:**

- Reviewed July 2016 to June 2017 LEPC meeting attendance and developed 2018/2019 LEPC voting/non-voting membership list for membership/SERC approval
- Developed new LEPC meeting sign-in sheet
- Requested and documented 2018 HazMat Workshop presenter bios and session descriptions
- Sent letter to PHMSA Administrator to request PHMSA participation in 2018 Workshop
- Documented one Hazardous Material reportable release reports in accordance with EPA regulations
- Served as a subject matter expert to two companies